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Date: \_\_\_\_\_ By: \_\_\_\_\_

22 September 1952

TO : Chief, Procurement and Supply Office

FROM : Chief, Planning Staff

SUBJECT: Proposed Integration of Logistics Division, OPC, and  
Planning Staff, Procurement and Supply Office

1. PROBLEM: - To integrate the former Logistics Division, OPC, and Planning Staff, Procurement and Supply Office, and to provide an adequate staff to effectively meet the increasing world-wide logistical requirements of the Central Intelligence Agency.
2. ASSUMPTIONS:
  - a. That certain functions of the Logistics Division, OPC, duplicate functions being performed in Procurement and Supply Office.
  - b. That inasmuch as the approved 1953 (Revised) Budget Request for personnel for the Planning Staff of the Procurement and Supply Office was prepared after careful study of the minimum number of positions needed by that Division to enable the Procurement and Supply Office to furnish the adequate and necessary materiel support to the Agency, this budget request, for purposes of this staff study, is assumed to be the Authorized T/O, rather than the unrealistic existing T/O.
3. FACTS BEARING ON THE PROBLEM: - As of 8 September 1952, the Logistics Division, OPC, had an approved T/O of [ ] positions, with 14 25X9 positions vacant, while the Planning Staff T/O had [ ] positions 25X9 (Tab. A). The Planning Staff T/O, however, contained no provision for any requirements function, inasmuch as the Logistics Division, 25X9 OPC, was performing that function with [ ] requirement control officers and an IBM unit of [ ] positions. The 25X9 Logistics Division also had filled its T/O with a considerable number of key military personnel used primarily for developing the logistical implications of plans from the various operational elements.
4. DISCUSSION:
  - a. The logistical functions of the Agency, as integrated, will be performed hereafter by the proposed Coordination and Requirements Division, Procurement and Supply Office. The mission of the Division is given as follows:

"Is responsible for materiel, transportation, construction, and space (warehouse and other) plans necessary to provide full and complete logistical support to Agency operations."

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The functions of the Division are broadly set forth in the "Brief Statement of Functions of Coordination and Requirements Division" (Tab. B), and the proposed organization of the new Division is shown in Tab. C.

b. Prior to the merger, logistical support for the Agency required [REDACTED] in the Logistics Division, OPC, and [REDACTED] in Planning Staff, Procurement and Supply Office. The proposed Coordination and Requirements Division will have a T/O of [REDACTED] positions, or [REDACTED] positions less than were required for the divided operations (Tab. D). The [REDACTED] positions include [REDACTED] positions transferred from the Logistics Division and [REDACTED] positions on Planning Staff T/O. The requirements function, non-existent in the Planning Staff T/O, accounts for [REDACTED] transferred positions, --4 positions for requirements control and 7 for the machine records activity. The remaining positions include 7 technical specialists filled by key military personnel as a Planning Section, Requirements Branch, 3 supply officers to augment the staff of the Coordination Branch and 2 additional clerical positions.

c. The personnel in the [REDACTED] positions of Logistics Division not being integrated into the proposed Coordination and Requirements Division are available for reassignment. It is our understanding that [REDACTED] of these personnel are in process of being transferred to other CIA offices. The remaining [REDACTED] are available for reassignment.

#### 5. CONCLUSIONS:

a. That the proposed integration is necessary in order to provide an adequate and qualified staff to effectively meet the growing logistical requirements of the Agency.

b. That the T/O for the proposed Coordination and Requirements Division, Procurement and Supply Office, will eliminate all duplication of logistical effort, with a substantial savings in number of positions required, and will place the full responsibility for all logistical functions under one office.

c. That it is the considered judgment of this Office that the proposed T/O for the Coordination and Requirements Division as set forth in Tab. D represents the minimum personnel requirements necessary for effective operation.

#### 6. RECOMMENDATIONS:

a. That the proposed integration and T/O for the Coordination and Requirements Division be approved at the earliest possible date.

b. That, pending the approval of the proposed T/O, the physical merger of personnel and activities be made as soon as possible, contingent upon availability of space. Certain key personnel, i.e., those personnel presently on duty in Requirements Branch and key military personnel should be immediately moved in with the Planning Staff, Procurement and Supply Office.

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**ANNEXES:**

- Tab A T/O of Planning Staff and T/O of Logistics Division
- Tab B Brief Statement of Functions of Proposed Coordination and Requirements Division
- Tab C Proposed Organization of Coordination and Requirements Division
- Tab D Proposed T/O for Coordination and Requirements Division, Procurement and Supply Office

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**ACTION BY APPROVING AUTHORITY:**



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Date \_\_\_\_\_

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TAB "A"

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TAB "B"

BRIEF STATEMENT OF FUNCTIONS OF  
PROPOSED COORDINATION AND REQUIREMENTS DIVISION

1. Is responsible for the continuing coordination with the Agency operational and other Government activities in connection with logistical support by means of area coordinators identified with each operating area. The area coordinator is to be the point of contact between the operating divisions and the <sup>Logistics</sup> Materiel Office and will assimilate operational plans, explore local area procurement potential, study and be familiar with supply and transportation means and methods including that of the local area, and prepare geographical data for project support.

2. Is responsible for the development of the logistical implication of operational plans and their translation into requirements for dissemination to appropriate sources, for the development of basic tables of allowances and equipment, the outlining of methods for the procurement of materiel in the most economical manner consistent with operational needs, and to serve as a catalyst in effecting a standardization of materiel effort.

3. Is responsible for the obtaining, preparation and maintenance of adequate and available records and statistics, the analysis of this and other data, and the preparation of reports and presentations essential to operational planning.

The functions are carried out by the following three branches:

Coordination, Requirements, and Statistical Control.

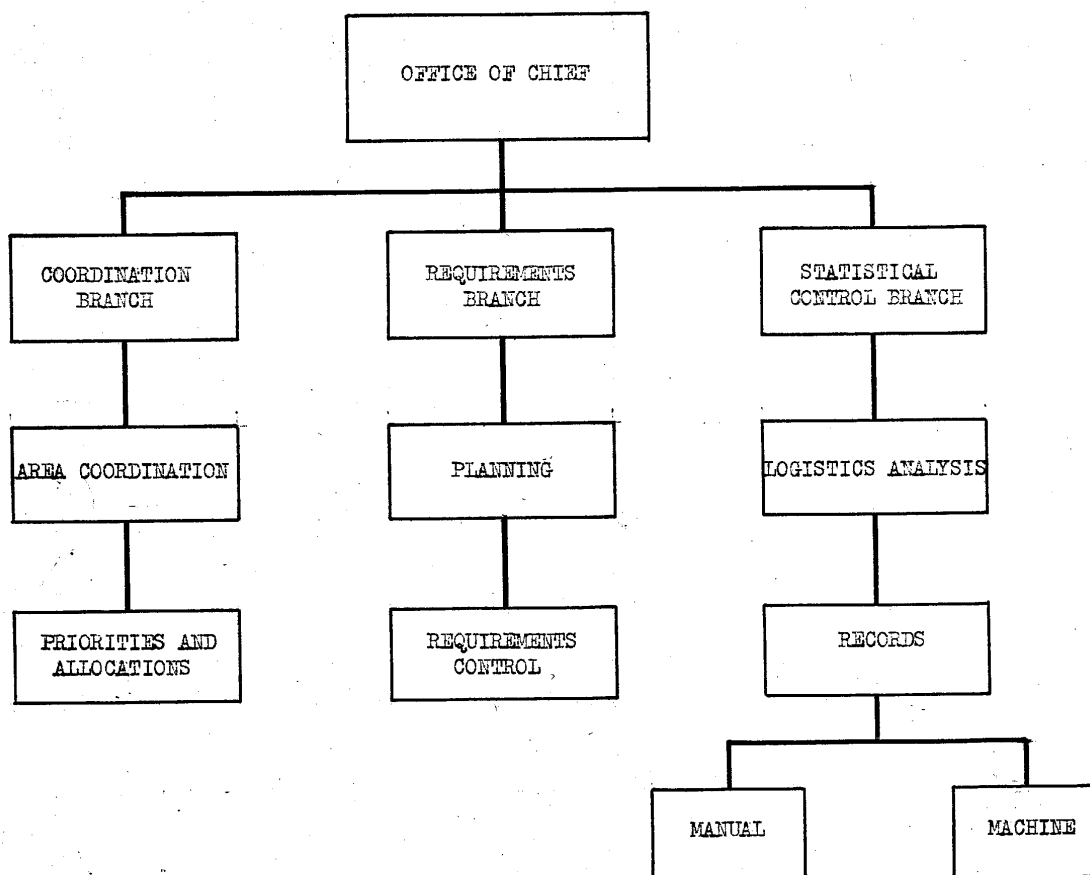
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PROPOSED COORDINATION AND REQUIREMENTS DIVISION



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